



# MIAMI BEACH

## Announcement of Open Position

### **BUILDING PERMITTING INFORMATION ANALYST II**

\$2,404.40 BI-WEEKLY SALARY

Open: 04/07/2008 8:30 AM

Close: Until Filled

#### NATURE OF WORK

This is advanced technical work in management, coordination, implementation, analysis, design, maintenance and upgrades of all user-end side of application systems software used in the City's permitting software, hand-held computers inspection software, Interactive Voice Response System, queuing management software, Automatic Call Distribution software, internet permitting software and any other future information technology initiatives undertaken by the department. The Permitting & Inspections Information Systems Analyst will provide leadership in the design, development, and implementation of new systems and the modification of existing systems in a variety of subject matter fields; contributing to the automation of department functions. Responsibilities include: defining objectives, identification of problems and defining their solutions, research for available technologies in the IT industry, fact-finding, presentation of findings, recommendations and specifications in written and/or verbal presentations, and management of project and coordination of specification, implementation strategies and timelines with the Information Technology Department.

#### MINIMUM REQUIREMENTS (Must meet all in order to qualify)

- Bachelor's Degree in Computer Science, Management Information Systems, Public/Business Administration or closely related field
- Experience in systems analysis and computer programming, data gathering techniques, written and verbal communications, and management information systems
- Knowledge and experience in governmental applications is desirable
- Must be thoroughly familiar with problem analysis and capable of presenting complete reports of findings, recommendations, plans and specifications

#### TO APPLY

**Please fill out and submit an application through the following ways:**

**E-MAIL:** Applications can be downloaded from the City's website [www.miamibeachfl.gov](http://www.miamibeachfl.gov)  
And then e-mailed to: [jobs@miamibeachfl.gov](mailto:jobs@miamibeachfl.gov)

**IN PERSON:** Monday through Thursday, 8:30 a.m. – 5:00 p.m. (EXCLUDING HOLIDAYS),  
Miami Beach City Hall, Human Resources Department, 3<sup>rd</sup> Floor

**BY MAIL:** Miami Beach City Hall  
Human Resources Department  
1700 Convention Center Drive  
Miami Beach, FL 33139

**(Mailed applications should be received by the closing date specified on the job announcement)**

FAXES NOT ACCEPTED. Due to the volume of applications we are unable to verify the status of your application. We are only able to verify receipt of the application. Interviews are conducted by the hiring department. Interviews are not guaranteed to any applicant. Applications will be valid for one year from the closing date of recruitment.

CLASS NO: 3146  
UC NO: **08-UO-1-398**

EOE/AA/ADA/VET PREF